



The
LOG & TIMBER
HOME SHOW
Denver

Dear Exhibitor,

We are pleased to be hosting The Log & Timber Home Show in Denver, Colorado! As you prepare to exhibit at the show, please carefully review the information provided in this Exhibitor Service Kit to help you make your participation as smooth and successful as possible. Please be sure to note the following important items:

- **MOVE-IN & OUT PROCEDURES** - Exhibitors with structures, oversized vehicles or trailers are strongly encouraged to move-in as early as possible. Move-in begins at 10am on Wednesday for structures and booths 20'x20' or larger. Move-in for remaining exhibitors will begin at 8am on Thursday. While we cannot guarantee that you will be able to drive up to your booth space, we will do the best we can to facilitate the move-in process. Please keep in mind that all vehicles need to be removed from the show floor by 3pm on Thursday so the decorator can begin to lay the carpet. If necessary, move-out guidelines will be handed out prior to show closing on Sunday.
- **EXHIBITOR PARKING** - Passenger vehicle parking at the Denver Merchandise Mart is free for exhibitors. A map of the area and free parking locations is included in this kit. Please call show management in advance, or speak to a team member onsite to determine which lots will be available for trailer parking.

We are committed to doing everything possible to ensure that you have a successful show and hope this Exhibitor Service Kit provides you with all of the information you will need. If there is anything else we can do to be of assistance to you, please do not hesitate to contact me or one of our show operations team members:

Lora Lewis
Sr. Events Coordinator
800.826.3893 x 2290
llewis@homebuyerpubs.com

Dana Hartung
Events Coordinator
800.826.3893 x 2293
dhartung@homebuyerpubs.com

Tammy Clark
Bookstore Manager
800.826.3893 x 2264
tclark@homebuyerpubs.com

Thank you for your continued participation and support! We look forward to seeing you in Denver!

Cordially,



Amanda Hersey
Events Director
800.826.3893 x 2289
ahersey@homebuyerpubs.com



SHOW INFORMATION

Please review the following information carefully. If you have any questions, please do not hesitate to call us.

Show Dates/Hours* *show hours are subject to change	Friday, October 1 st Saturday, October 2 nd Sunday, October 3 rd	11am to 6pm 10am to 6pm 10am to 4pm
Show Management	Amanda Hersey, Events Director Lora Lewis, Sr. Events Coordinator Dana Hartung, Events Coordinator Tammy Clark, Bookstore Manager	(800) 826-3893, ext. 2289 (800) 826-3893, ext. 2290 (800) 826-3893, ext. 2293 (800) 826-3893, ext. 2264
Show Venue	Denver Merchandise Mart Plaza & Pavilion 451 East 58 th Ave Denver, CO 80216	Phone: (303) 292-6278 www.denvermart.com
Decorator	Hamm Event Services, Inc. 119 W. Hollis Lane Fort Wayne, IN 46807	Phone: (260) 744-5685 Fax: (260) 745-5188 Advance Pricing Deadline: September 17, 2010
Host Hotel (Adjacent to facility)	Comfort Inn Central 401 East 58 th Avenue Denver, CO 80216	Phone: (303) 297-1717 Reservations: (877) 424-6423 "Log & Timber Home Show" www.choicehotels.com/hotel/CO002
Exhibitor Move-in	Structures & Booths 20'x20' or larger All other booths	Wednesday 10am to 8pm Thursday 8am to 8pm

For safety and liability purposes, driving onto the show floor will be at the discretion of Show Management. We will do our best to assist your move-in, but cannot guarantee that you will be able to drive directly up to your booth. It is recommended that you bring a handcart/dolly for unloading your vehicle or trailer from the dock area.

At approximately 3pm on Thursday, all vehicles, trailers, exhibit materials, crates, and dollies must be removed from the aisles for the installation of aisle carpet. Exhibit materials may only be hand-carried to your booth after this time.

Exhibitor Move-out

All booths

Sunday 4pm to 12midnight
Monday 8am to 12noon

Teardown of exhibits may **NOT** begin until after the show closes at 4pm on Sunday. Drive-in doors will not be opened until aisle carpet has been removed. Any material remaining after 10:45pm on Sunday will be removed and shipped at the exhibitor's expense, per decorator guidelines. Move-out is targeted by Show Management.

**Directions to the
Denver Merchandise Mart****From the North**

Take Interstate 25 South to exit #215 (58th Avenue), and turn left onto 58th Avenue.

From the South

Take Interstate 25 North to exit #215 (58th Avenue), and turn right onto 58th Avenue.

From the East

Take Interstate 70 West to Interstate 25 North. Take exit #215 (58th Avenue), and turn right onto 58th Avenue.

From the West

Take Interstate 70 East to Interstate 25 North. Take exit #215 (58th Avenue), and turn right onto 58th Avenue.

Show Colors

Royal blue carpet; Royal blue and white drape

Show Sponsor

Log Home Living, Country's Best Log Homes, and Timber Home Living magazines
Home Buyer Publications (800) 826-3893 Toll Free
4125 Lafayette Ctr Dr, Suite 100 (703) 222-3209 Fax
Chantilly, VA 20151 www.LogHome.com/Shows



SHOW RULES & REGULATIONS

The following show rules and regulations are supplemental to and are incorporated by reference in the **Exhibit Space Reservation and Contract** between Log Home Living Institute (HBL), and your company as exhibitor, and govern the use of the exhibit space contracted for as if they had been fully set forth in the Exhibit Space Reservation and Contract.

In reading these rules and regulations, "we" and "us" means the Home Buyer Publications, Inc., and authorities of the show facility (Convention Center), and Federal governments as appropriate. "You" means your company and its authorized representatives and personnel. Where a specific entity or governmental body is required, we will identify them by name.

Responsibility

It is your responsibility to be fully familiar with these show rules and regulations and to see that each member of your company attending the show is also familiar with these regulations. We recommend that you distribute copies to all those who will be present for the show.

Contract for Space

Our acceptance of your order for a booth, assignment of exhibit space to you, and the full payment of rental charges, constitutes a contract for rental of space assigned. If you fail to occupy your exhibit space you still have the obligation of paying the full rental price. Space may be denied at any point for supplying false information.

Payment for Space

Full payment for the contracted booth space must be received prior to the setup of your exhibit booth. Pre-Payment of all shows is REQUIRED. No payments will be accepted at the show. We reserve the right to cancel your booth space reservations if the full amount of the booth space has not been received 30 days prior to the show.

Please send all booth payments to 4125 Lafayette Center Drive, Suite 100, Chantilly, Virginia 20151. Please include the show name and location, as well as company name, booth number and order number with all payments. Check payments should be made out to LHLI.

Exhibitor Cancellation

In the event an exhibitor cancels all or part of the exhibit space contracted for, the exhibitor must do so in writing and will be obligated to pay HBP fees based on the following schedule:

If Canceled:	Exhibit Space Rental Due:
Prior to 60 days	0%
60-30 days out	50%
30 days out	100%

Assignment of Exhibit Space

We reserve the right to make final space reassignments after your application is accepted should it be necessary in the best interest of the show, as determined solely by us. No space will be assigned without payment (non-refundable deposit). You have the right to a full refund if our reassignment is not acceptable to you.

Occupancy of Space Deadline

All exhibits must be completed and ready for inspection by show management and the fire marshal by 10:00am on Friday. At this time, any display violations will be noted and reported to the exhibitor. Failure to correct any violations by the time the show opens to the public at 12:00pm will result in a fine.

Show Management reserves the right to rent or fill any exhibit space that has not been occupied by 10:00am on Friday, or at any time thereafter.

Exhibit Installation

Exhibit Installation hours are as follows:

Wednesday - Structures, 20' x20' or larger booths only, 10:00am - 8:00pm (unless approved in advance by Show Management)

Thursday - All other exhibits, 8:00am - 8:00pm

At approximately 3:00pm on Thursday, installation of aisle carpeting will begin. All vehicles, exhibit materials, crates, and dollies must be removed from all aisles by 3:00pm. Exhibit materials may only be hand carried to booth after 3:00pm.

Driving on the Floor

Vehicles should off-load at loading docks when possible. Vehicles permitted to drive on floor must be attended at all times and removed immediately after unloading. No vehicles are permitted on the hall carpet. There is a \$500 fine for driving onto any part of the carpet.

Final closing time is 4:00pm on Sunday. No dismantling or packing may begin prior to closing time. There is a \$100 fine for tearing down early. Following are the designated dismantling times: 4:00pm - 12 midnight, Sunday. Some shows will allow for additional move-out hours on Monday, 8am - 12 noon. Check with Show Management onsite to confirm move-out times.

Exhibitor Badges

Exhibitor badges for the show will be available on-site for you and your employees. All persons working in your booth will, in effect, be your employees during the length of the show and you are fully responsible for any liability that may occur.

Liability and Insurance

All exhibitors must fax or mail in advance, a current Certificate of Liability Insurance of no less than \$1M. This proof must also be in your booth during all phases (including move-in and move-out) of the show.

You must obtain insurance coverage for all your exhibit merchandise at site and in transit inclusive of business interruption insurance, if applicable. We will not be held responsible for any loss or damage, however incurred. You must carry your own fire insurance and public liability insurance of not less than one million dollars. *(If you do not already hold appropriate liability coverage we suggest contacting K&K Insurance at: www.KandKinsurance.com. You will be looking for the Concessionaries, Exhibitors & Vendors Enrollment Form).*

Neither HBP nor the Convention Center, shall be liable to exhibitor, its agents, employees, contractors, patrons, guests, licensees or to any other person whomsoever for any injury or damage to person or property caused by or arising out of any act, omission or neglect of exhibitor, its agents, contractors, employees, patrons, guests, licensees, invitees or any person entering the Convention Center, under express or implied invitation by exhibitor, or for any damage to the person or property of third parties arising out or user of either the licensed booth space or the building area in which such booth is located; and exhibitor hereby agrees to

indemnify and hold HBP and/or the Convention Center and their agents, servants and employees free and harmless from and against any loss, including reasonable counsel fees, arising out of any liability incurred in accordance with the foregoing. The exhibitor assumes the entire responsibility and liability for losses, damages and claims deriving out of injury or damage to exhibitor's displays, equipment and other property brought upon the premises of the Convention Center and shall indemnify and hold harmless the Convention Center, HBP and their agents, servants and employees from any such losses, damages and claims inclusive of reasonable counsel fees. Exhibitor acknowledges that neither the Convention Center nor HBP maintains insurance covering such losses by the exhibitor.

Exhibitor will be liable for any damage caused to floors (including carpeting), walls or columns, or to standard booth equipment or to other exhibitors' property. No signs or other articles are to be fastened to walls or fixtures or electrical equipment. Use of thumbtacks, screws, bolts or any tool or material which may mark the floor or wall is prohibited. Exhibitors are also responsible to comply with all rules and regulations contained in the Exhibitor Service Manual.

Space Restrictions

Your exhibit must be confined to the exact space allocated. Circulars, publications, advertising matter and all kinds of promotional giveaways may be distributed only within your booth space. Nothing can be posted on, tacked, nailed, screwed in, taped or otherwise attached to columns, walls, ceilings, floors, electrical outlets or other parts of the building or furniture. Signs, rails, logs or roof over hangs, etc. will not be permitted to intrude into or over aisles or other booth space. You will be liable for any damage caused to floors (including carpeting), walls or columns, or standard booth equipment or to other exhibitor's property.

Character of Exhibits

Each exhibit shall be in keeping with the general nature of the show. HBP shall be entitled to limit or require change in any exhibit that interferes with other exhibitors or general movement, is either excessively noisy or carnival-like in presentation or does not conform to the regulations herein or to any agency having jurisdiction at the convention site. All exhibitor activities shall be conducted solely within licensed space, and use of all aisle space and other public areas of the show are reserved to HBP. Canvassing, solicitation of business or the use of advertising materials or signs by firms other than those who have contracted for space is prohibited. Distribution by the exhibitor of circulars, catalogues or other advertising materials for firms that are not exhibitors is prohibited. Failure to adhere to these rules will result in a fine.

If the reverse side of your exhibit's back wall, side wall, riser or display is exposed to view, that part of your display must be suitably draped so that no part of the display construction, electrical wiring, or the like, can be seen from the aisles or adjoining booths belonging to other exhibitors.

Height limitations and other restrictions pertaining to the design of exhibits and use in the booth of pedestals, tables, racks, shelves, risers and similar display equipment are described in detail under "Types of Exhibits" and "Special Provisions."

If your display is built beyond the limitations and restriction as set forth in this contract, we reserve the right to correct such display violations by having you alter, remove or rearrange any or all of the display so that it will comply with regulations. If you are not available to make those corrections, then you agree as part of this contract to give us authority to make any and all necessary corrections at your expense.

Load Limitations

Any piece of exhibit material weighing in excess of 2,000 pounds shall be accompanied by a certified weight-master's ticket stating accurately the total weight of such individual piece and its container, if any. Failure to provide the weight-master's certificate when requested may result in the facility's refusal to permit the shipment on its premises, elevators or lifts.

Types of Exhibits & Exhibit Restrictions

Booth Definition: The price per booth includes booth space that is 10' wide and 10' deep with an 8' high-draped background and 3' high-draped sidewalls. Pipe and drapery will be supplied automatically for in-line booths unless you request not to have it. Pipe and drapery will not be provided for island booths. 8' high sidewalls may not extend further than 5' from the back of the booth space. Note: If located on a perimeter, an aisle booth may go to 10' height. Requests for exceptions to these requirements must be submitted to the Events Manager no later than 45 days prior to the show.

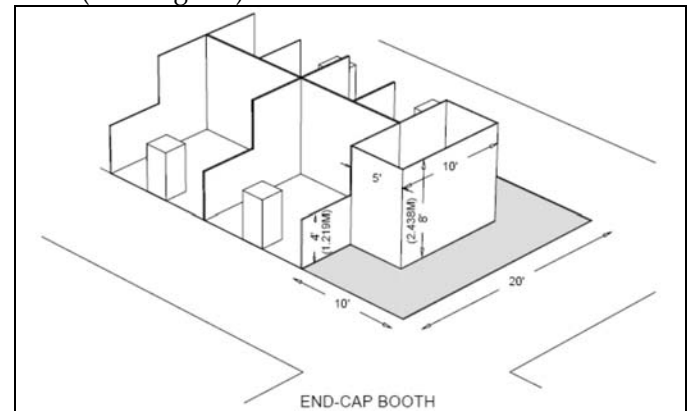
Island Booth

An island booth is any size booth exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height. Pipe and drapery will not be provided for island booths.

End-cap Booth

Booth dimensions are 10' deep by 20' wide. The maximum backwall height of 8' is allowed only in the rear half of the booth space and within 5' of the two side aisles (10' long backwall) with a 4' height restriction

imposed on all materials in the space forward to the aisle. (See diagram)



Peninsula/Split Island Booth

Booth dimensions are generally 20' x 20' or larger. When a Peninsula Booth backs up to two Linear Booths, the backwall is restricted to 4' high within 5' of each aisle. The center (10' wide) of the backwall height is based on maximum allowable height.

When a Peninsula Booth shares a common backwall with another Peninsula Booth (**Split Island Booth**), the entire cubic content may be used, up to the maximum allowable height, without any backwall line of sight restrictions.

Special Provisions

Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 48" in height when positioned more than 5' from the back wall of a single aisle booth.

Free standing units, including those intended to be the focal point in an exhibit, may not exceed 48" in height when placed more than 5' from the back wall of the booth unless the same company occupies 8' of booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8'h x 32" w x 32" d.

Use of Exhibit Space

Where you plan to construct any part of your exhibit above the exhibit height limitation (25' island, 8' in-line), or any variance from these rules and regulations, you must obtain approval in writing from the Events Manager at least six weeks prior to the official opening of the exhibits. Submit a sketch of your proposed construction when requesting approval.

All signs including graphics, photographs and other advertising matter in connection with your booth space must be located within the boundaries of your assigned booth. No signs of any type are permitted outside of your assigned exhibit space (columns, walls, floors, ceilings) without approval in writing from show

management. This restriction also applies to any device used to project a company name or logo on the ceilings or walls of the Convention Center or otherwise beyond the permitted height or sides of the booth itself.

You must obtain written permission from Show Management if you plan continuous operation of any flashing light device, floodlight, laser light, LED or computerized digital sign which may impact on your neighboring exhibitors. Showing of projected pictures (motion pictures, slides, transparencies, opaque materials, etc.) will only be permitted within the confines of your booth.

You will be expected to keep the sound at reasonable volume, approximately that of a normal speaking voice, in order to avoid disturbing other exhibitors when operating sound reproduction equipment. We reserve the right to turn off the electric supply of any exhibitor who violates this rule.

You may distribute food or beverages from your booth, provided (a) you purchase the food or beverage only from the approved show caterer and (b) you provide trash receptacles and periodically clear trash in the vicinity of your booth generated as a result. No alcoholic beverages of any kind may be distributed from your booth. You are not permitted to cook food in your booth. We have the right to terminate distribution of food from your booth in the event your activity disturbs or infringes another exhibitor in any manner. Any surveys, questionnaires or promotion must take place within your assigned booth space.

No person shall carry or transport into the premises any beer or other alcoholic beverages except for delivery to the licensed retailer or same, located on the premises. All concessions, including but not limited to tobacco, food products, drinks, checkrooms, programs and novelties, are and shall remain the exclusive rights of the Convention Center. If any food or drinks are to be served by exhibitor, these items must be purchased from the official caterer.

Absolutely no alcoholic beverages may be consumed on the show floor or in your booth at any time, including move-in and move-out, unless it is purchased from the official caterer. If you are found to be in violation of this rule, you will be asked to leave the show and will not be permitted to tear-down your booth display until after the show has closed on Sunday at 4:00pm.

Copyrights, Royalties and Trademarks

You warrant that no music, literary or artistic work or other property protected by copyright will be performed, reproduced or used, nor will the name of any entity protected by trademark be reproduced or used during your use of the contracted space unless you have obtained written permission of the copyright or

trademark holder (including payment of any and all licensing and/or performance fees, i.e. BMI, ADCAP, AFTRA/SAG fees). You agree to comply strictly with all laws respecting copyrights, royalties and trademarks and warrant that you will not infringe any related statutory, common law, or other right of any person during your use of the premises. You agree you will indemnify and hold the Center, HBP and their officers, agents, and employees harmless from all claims, losses and damages (including court costs and attorneys' fees) with respect to such copyright, royalty or trademark rights.

Lighting

The Log & Timber Home Show will be lit at work-light levels during set-up and teardown, and at full lighting levels during show hours. We urge exhibitors who require low light conditions to build their exhibits accordingly.

Sharing of Space

Only one exhibitor may utilize a booth or booths. Sharing of space or transfer of right to use space in whole or in part is not permitted without our written permission.

Labor Regulations

The Convention Center is a Non-Union facility. However, all exhibitors must abide by all regulations in effect in the facility at the time of the show. Please see Special Notice and Drayage and Freight Handling Form enclosed in Service Manual.

Arbitration

Any controversy or claim arising out of or relating to this contract or the breach thereof shall be settled by arbitration in Chantilly, Fairfax County, Virginia, in accordance with the Commercial Arbitration Rules of the American Arbitration Institute, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Show Cancellation

HBP reserves the right to change the show dates, times or show site or to cancel if the show cannot be conducted for any reason beyond HBP's reasonable control; exercise of any such right will be by written notice to exhibitors.

Miscellaneous Regulations

We reserve the right to determine the eligibility of any company to exhibit. We reserve sole control over admission policies.

These regulations are established for the mutual protection of all. We reserve the right to make such changes in the time schedule or in general plan of the

exhibit as we may deem to be in the best interests of exhibitors and exhibit generally.

All exhibits must be open or have sufficient opening at the top of their structure/display to meet fire regulations.

Animals and pets are not permitted in the facility except in conjunction with an approved exhibit, display or performance legitimately requiring use of animals. Seeing-eye dogs are permitted, however you must have appropriate paper work on hand.

No combustible decoration, such as crepe paper, tissue paper, cardboard, or corrugated paper, shall be used at any time. No helium balloons or tanks are permitted in the hall at any time. All packing containers, excelsior, and wrapping paper are to be removed from the floor and must not be stored under tables or behind displays. Muslin, velvet, silken or any cloth decorations must stand a flameproof test as prescribed by the ordinance of the convention city.

Please abide by facility rules regarding smoking, using designated areas only. Do not exit through or prop fire doors at any time.

State Fire Marshal's Requirements

The following are the state fire marshal's minimum fire safety requirements and shall be applied at all shows--trade, commercial or otherwise--and shall apply whether the exhibit is open or closed to the public.

The display and operation of any cooking or heat-producing appliances, pyrotechnics, use or storage of flammable liquids, compressed gases or any other process deemed hazardous by the state fire marshal's representative must have advance approval by the state fire marshal's representative. Any motor vehicles, gasoline-powered equipment, tools, etc. on display shall have their batteries disconnected. All fuel tanks that are not equipped with locking gas caps shall have the gas caps sealed with tape. All such fuel tanks shall be less than one-fourth full.

No parking of any vehicles, unless an approved part of your display, will be allowed in the building. Cars and trucks shall be removed immediately after loading or unloading. Decorations and displays shall not block or impede access to fire protection equipment (sprinklers, exit markings, exit doors or emergency lighting equipment).

During occupancy hours, aisles and exit doors shall be maintained free of all obstructions and unlocked for immediate use in the event of an emergency.

All electrical devices and installations shall be in accordance with the applicable provisions of the

National Electrical Code. All devices must be listed by Underwriters Laboratories. Any electrical extension cords used shall be of the heavy-duty type. Lightweight cords of the lamp cord variety are prohibited and are subject to confiscation.

Amendments and Additional Regulations

Any issue not specifically covered by the foregoing terms and conditions shall be determined by HBP. HBP shall add to or amend the foregoing terms and conditions provided such changes are reasonable in nature and consistent with the purposes of the foregoing. Each exhibitor will be responsible for forwarding this information to the parties who will set up and/or staff the space.

Americans with Disabilities Act

Exhibitors are responsible for making their space accessible in accordance with the Americans with Disabilities Act.



SHOW PAMPHLET LISTING & NAME BADGE REQUESTS

We request that you fax or email this form to us by **Tuesday, September 7th, 2010** in order for your company to be included in our show pamphlet and to provide enough time for pre-printing of any requested exhibitor badges. If we do not receive the information by our deadline, we will select the product category we believe best fits your company. You will also be able to print badges onsite at the Will Call desk.

SHOW PAMPHLET:

To ensure your company is properly listed in the show pamphlet, please provide the following information.

COMPANY NAME _____

(PLEASE PRINT)

CATEGORIES (CIRCLE ALL THAT APPLY)

Air & Water Purification	Kitchen Accessories	Spas & Saunas
Building Supplies & Products	Kitchen & Bath Appliances	Structural Insulated Panels
Doors & Windows	Lighting	Timber Frame/Post & Beam
Fasteners & Tools	Log Home Handcrafters	Wood Care & Restoration
Fireplaces & Hearths	Log Home Producers	
Flooring & Millwork	Mortgage & Finance	Other (please specify):
Foundations & Basements	Railings & Stairways	_____
Furniture & Décor	Real Estate & Land	
Green Products/Systems	Resorts & Tourism	

NAME BADGES:

If you would like name badges pre-printed, we request a list of people who will staff your booth so that we may create them in advance of the show. Your staff can pick up their badges at the Will Call desk and as always, any additions or changes can be made onsite. (PLEASE PRINT **CAREFULLY** TO ENSURE CORRECT SPELLING ON NAME BADGES)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

**FAX to (703) 222-3209 or EMAIL to dhartung@homebuyerpubs.com
Questions? Call DANA HARTUNG at (800) 826-3893 x2293**



GUEST PASS LIST

We encourage you to invite your customers to the show! Your first ten (10) guests are free. You may invite an unlimited number of additional guests for \$7.50 each. You will be invoiced based on the number of guests who actually attend the show. (Couples count as separate guests).

Please provide us with the names of your guests. Guests will need to check in at the Will Call desk when they arrive at the show. Keep in mind, there are NO physical guest passes. We will refer to your list, and guests will need to provide your company name in order to receive entry into the show.

Please fax, email or mail this form to us **AT LEAST ONE WEEK PRIOR TO SHOW DATES**. If you cannot send it in advance, you may bring it with you to the show, and provide it to the Will Call attendant. Changes or additions can be made at the Will Call desk at any time during the show.

We request that you print first and last names carefully. Feel free to attach additional sheets as necessary. **DO NOT** forget to include your company name.

COMPANY NAME: _____

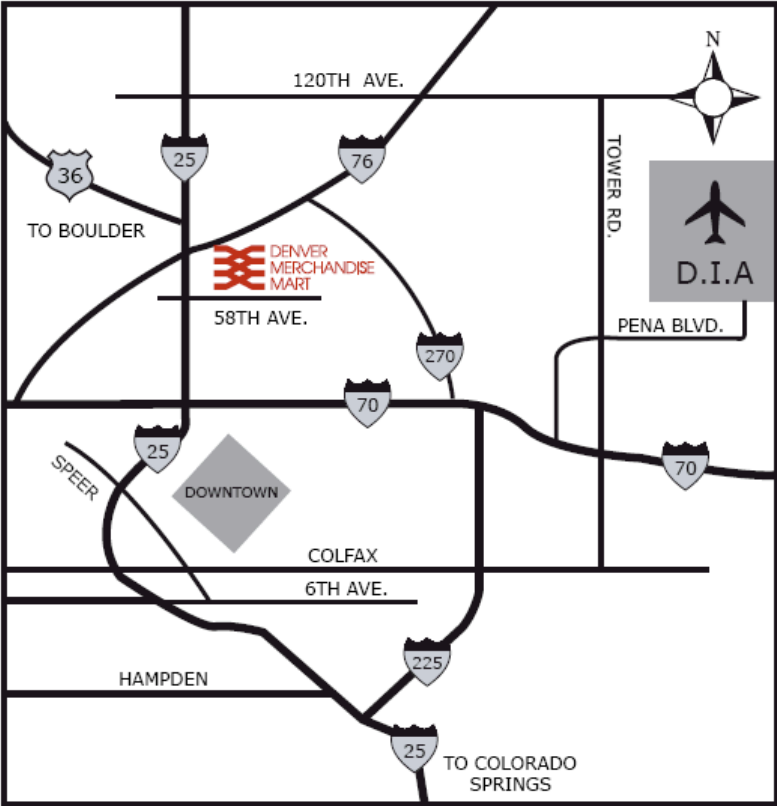
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|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
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| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

FAX to (703) 222-3209, EMAIL dhartung@homebuyerpubs.com

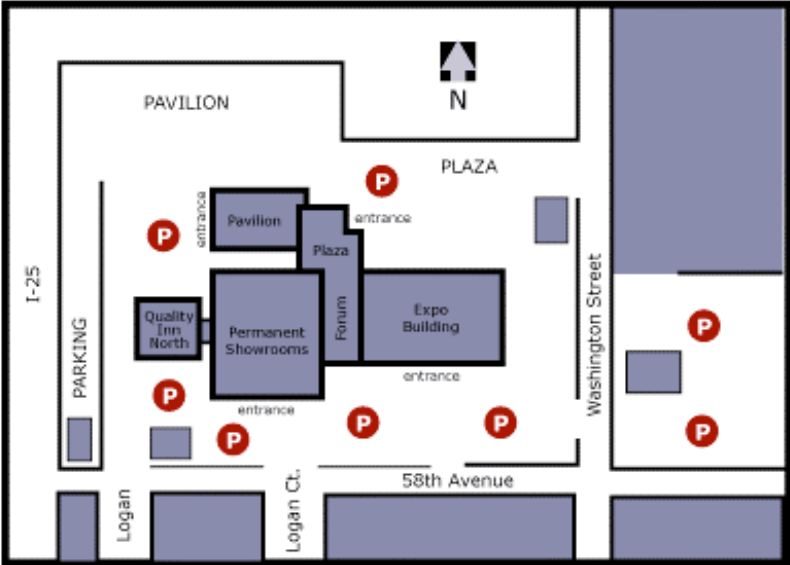
OR take this form to the Will Call desk at the show

Questions? Call DANA HARTUNG at (800) 826-3893 x2293

Denver Merchandise Mart Directions/Map



Denver Merchandise Mart Map of FREE Parking areas



P free parking

Payment Summary Form

The Denver Log & Timber Home Show

Date(s): October 1-3, 2010

DEADLINE FOR ADVANCED DISCOUNTED ORDERS: SEPTEMBER 17, 2010

Instructions:

- 1.) Please total amounts from each order form and insert on the corresponding line(s) below.
- 2.) Calculate SUBTOTAL and insert on line marked TOTAL
- 3.) All orders must be received in our office with payment by deadline noted above in order to qualify for advanced discount or floor order prices will be charged.

Furnishings Rental	\$ _____
Carpet Order	\$ _____
Freight Handling	\$ _____
Forklift Service/Custom Labor	\$ _____
Electrical - Utilities	\$ _____
TOTAL	\$ _____

Company Name _____ Booth # _____

Enclosed is our check in the amount of _____ Check # _____

Charge my Credit Card: American Express _____ MasterCard _____ VISA _____

Credit Card # _____ Expires _____

Card Holder's Name _____ 3 Digit Security Code _____
(Print)

Signature of Card Holder _____

Address (billing address of card) _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail Address: _____

Authorized Signature: _____

***By signing and returning this form, exhibitor accepts all terms and agreements**

**PLEASE RETAIN THIS COPY FOR YOUR RECORDS. No hard copy receipt will be sent.
Please be sure all terms and conditions on the previous page have been read and understood.**

HAMM Event Services, Inc.

119 West Hollis Lane • Fort Wayne, IN 46807 • (260) 744-5685 • Fax (260) 745-5188

Table/Furnishings Rental Order Form

The Denver Log & Timber Home Show

Date(s): October 1-3, 2010

DEADLINE FOR ADVANCED DISCOUNTED ORDERS: SEPTEMBER 17, 2010

QTY.	Description	Unit Price		Subtotal
		Advanced	Floor	
Skirted Display Tables - Skirted three sides with white vinyl top				
	4' x 2' x 30" tall	\$65.00	\$75.00	
	6' x 2' x 30" tall	\$75.00	\$85.00	
	8' x 2' x 30" tall	\$85.00	\$95.00	
	3' x 30" round	\$65.00	\$75.00	
	5' x 30" round	\$85.00	\$95.00	

Skirted Counter High Tables

	4' x 2' x 40" tall	\$75.00	\$85.00	
	6' x 2' x 40" tall	\$85.00	\$95.00	
	8' x 2' x 40" tall	\$95.00	\$105.00	
	3' x 40" round	\$75.00	\$85.00	
	5' x 40" round	\$85.00	\$95.00	

Extra Skirting

	Skirt for your table	\$30.00	\$40.00	
	Skirt 4th side	\$20.00	\$25.00	

Skirt Color Choices

White _____ Burgundy _____ Black _____ Teal _____
 Red _____ Dark Green _____ Silver _____

Booth Furnishings

	Folding Chair	\$10.00	\$15.00	
	Side Chair	\$20.00	\$30.00	
	Arm Chair	\$30.00	\$40.00	
	Bar Stool w/back	\$40.00	\$50.00	
	Easel	\$18.00	\$23.00	
	Wastebasket	\$8.00	\$10.00	
	Coat tree	\$18.00	n/a	
	Garment rack	\$25.00	n/a	
			Total \$	

QTY.	Description	Unit Price		Subtotal
		Advanced	Floor	
Unskirted Display Tables - no skirting - white vinyl top only				
	4' x 2' x 30" tall	\$28.00	\$36.00	
	6' x 2' x 30" tall	\$34.00	\$39.00	
	8' x 2' x 30" tall	\$38.00	\$44.00	
	3' x 30" round	\$25.00	\$35.00	
	5' x 30" round	\$35.00	\$45.00	

Unskirted Counter High Tables

	4' x 2' x 40" tall	\$35.00	\$40.00	
	6' x 2' x 40" tall	\$40.00	\$45.00	
	8' x 2' x 40" tall	\$45.00	\$50.00	
	3' x 40" round	\$35.00	\$40.00	
	5' x 40" round	\$40.00	\$50.00	

Miscellaneous Items and Hardware

Use color choices for drape. Drape is priced per linear foot.

	ft. 8' tall booth drape	\$5.00	\$8.00	
	ft. 3' tall booth drape	\$4.00	\$6.00	
	3' uprights w/base	\$6.00/set	\$10.00/set	
	8' uprights w/base	\$10.00/set	\$15.00/set	
	Horizontal bar	\$10.00	\$15.00	
	12' - 16' up w/base	\$50.00 ea	\$60.00 ea	
	4' x 6' pegboard	\$100.00	n/a	
	Horiz _____ Vert _____			
	4' x 8' Velco board	\$100.00	n/a	
	Horiz _____ Vert _____			
	4' table risers skirted	\$25.00	n/a	
	6' table risers skirted	\$35.00	n/a	
	8' table risers skirted	\$45.00	n/a	
	Jewelry case	\$280.00	n/a	
	Refrigerator	\$200.00	n/a	
			Total \$	

Payment must be included with all orders whether via fax, mail or at show-site. We will **NOT** accept phone orders.

Exhibitor: _____ Booth Number: _____

HAMM Event Services, Inc.

119 West Hollis Lane • Fort Wayne, IN 46807 • (260) 744-5685 • Fax (260) 745-5188

Carpet Rental Order Form

The Denver Log & Timber Home Show

Date(s): October 1 - 3, 2010

DEADLINE FOR ADVANCED DISCOUNTED ORDERS: SEPTEMBER 17, 2010

STANDARD BOOTH CARPET *Please make selections*

Standard exhibit booth carpet price includes rental, installation, removal and front edge taping only. This carpet is not designed to cover the entire area of your booth. You will have a 1' gap at the back. If you would prefer to have your entire area carpeted, please refer to custom carpet orders below.

Size	Quantity	Advance Price	Floor Price	Total
9 x 10		\$95.00	\$125.00	
9 x 20		\$190.00	\$240.00	
9 x 30		\$280.00	\$330.00	
20 x 20		Custom Cut \$400.00	\$500.00	
20 x 30		Custom Cut \$600.00	\$700.00	

CUSTOM BOOTH CARPET

Complete exhibit carpet price includes laying, trimming, seaming, waste, edge taping, rental and removal of carpet cut specifically to your measurements and/or needs.

Complete area size _____ ft. x _____ ft. = _____ total sq. ft.			Total
Advanced Price \$1.50 sq. ft.	Floor Price \$1.90 sq. ft.	multiply total square feet times price to get total	

*CARPET COLOR SELECTION

Red _____ Grey _____ Dk. Green _____
Blue _____ Black _____ Burgundy _____

MISCELLANEOUS

	Advance Price	Floor Price	Total
Carpet Padding _____ ft. x _____ ft. = _____ total sq. ft.	at \$0.70 per sq. ft.	at \$0.80 per sq. ft.	
Plastic Covering _____ ft. x _____ ft. = _____ total sq. ft.	at \$0.35 per sq. ft.	at \$0.35 per sq. ft.	

CARPET SWEEPING

	Total
Daily Sweeping _____ ft. x _____ ft. = _____ total sq. ft. at \$0.15 per sq. ft. x _____ days	

*Color Choices not selected by exhibitor will be provided to coordinate with show colors.

Exhibitor: _____ Booth Number: _____

HAMM Event Services, Inc.

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Electrical Order Form

The Denver Log & Timber Home Show

Date(s): October 1 - 3, 2010

DEADLINE FOR ADVANCED DISCOUNTED ORDERS: SEPTEMBER 17, 2010

120 Volt 4 Plex Receptacle	QTY.	Advance	Floor	Amount
500 Watts/5 Amps		\$95.00	\$120.00	
1000 Watts/10 Amps		\$125.00	\$155.00	
1500 Watts/15 Amps		\$155.00	\$195.00	
2000 Watts/20 Amp		\$175.00	\$230.00	

208 Volt Equipment Outlet Indicate Single or Three Phase as required.	QTY.	Single Phase Advance	Three Phase Advance	Single Phase Floor	Three Phase Floor	Amount
10 Amp 208 Volt		\$195.00	\$265.00	\$285.00	\$390.00	
15 Amp 208 Volt		\$225.00	\$295.00	\$330.00	\$440.00	
20 Amp 208 Volt		\$275.00	\$365.00	\$410.00	\$540.00	
30 Amp 208 Volt		\$315.00	\$410.00	\$460.00	\$610.00	
40 Amp 208 Volt		\$350.00	\$465.00	\$530.00	\$690.00	

Straight Time (Monday-Friday, 8:00 am - 4:30 pm) **\$75.00**

Overtime (Monday-Friday, 4:30 pm - 8:00 am, Weekends & Holidays); **\$100.00**

Number of Electricians: _____ x Number of Hours _____ x Hourly Rate = \$ _____

Bulk space and large oversized booth electrical information should be mapped out on drawings to indicate location of outlets. Labor Charges: There is a labor charge on 208-volt outlets. This includes wiring of our pigtail into your machine or removing your plug and putting ours on. All labor is properly insured, supervised and controlled for the protection of the exhibitor. The electricians will not connect any exhibit that does not meet electrical code. We are not responsible for problems arising from unlabeled or mislabeled equipment, or from the use of non-standard wiring practices on your equipment.

Utilities:	Advanced Unit Price	QTY	Total
Water Fill/Empty (up to 500 gallons)	\$250.00		
Compressed Air (includes 3/8" quick disconnect & c/o valve)	\$200.00		
Natural Gas Connection (3/4" IP connection & c/o valve)	call		

Exhibitor _____ Booth Number _____

HAMM Event Services, Inc.

119 West Hollis Lane • Fort Wayne, IN 46807 • (260) 744-5685 • Fax (260) 745-5188

Forklift Service, Display Install/ Dismantle Labor & Banner Hanging

The Denver Log & Timber Home Show

Date(s): October 1 - 3, 2010

DEADLINE FOR ADVANCED DISCOUNTED ORDERS: SEPTEMBER 17, 2010

Listed below are two installation and dismantle plans available to exhibitors for their custom display.

- **PLAN A** – Complete custom installation and dismantle service under the supervision of the Floor Supervisor. Basic labor rate is \$55 per man, per hour. Overtime rate is \$82.50 per man, per hour. Our installation crew will proceed with installation at the earliest possible time unless specified below. All efforts will be made to complete work during straight time but is not guaranteed. BLUEPRINTS, INSTRUCTIONS, AND A CONTACT PHONE NUMBER MUST MADE BE AVAILABLE. (CONTACT SHOULD BE AVAILABLE DURING SET-UP).
- **PLAN B** – Exhibitor Supervised Service – Basic labor rate is \$45 per man, per hour. Overtime rate is \$70 per man, per hour. Labor will be dispatched in accordance with your requested schedule. Under this plan, it is the exhibitors responsibility to call for labor at our service desk at the show. It is your responsibility to check-in at our Service Desk to dispatch labor to your booth. Charges for labor will begin at the time indicated below unless 48 hour notice is given.
- **FORKLIFT OPERATOR** – A standard 5,000 lb capacity forklift operator is available to exhibitors to assist in loading, unloading and/or moving product to and from the exhibits booth from a personal vehicle. Common Carrier freight will automatically be handled provided the Shipping Instructions and Order for Freight Form (Page 6) has been filled out.

LABOR RATES

Display Labor (One Hour Minimum)

Plan A – Straight Time: \$55.00 per man, per hour
 Plan A – Overtime: \$82.00 per man, per hour
 Plan B – Straight Time: \$38.00 per man, per hour
 Plan B – Overtime: \$60.00 per man, per hour

Forklift Operator (1/2 hour minimum)

Straight Time: \$50.00 per 1/2 hour (up to 5,000 lbs.)
 Overtime: \$75.00 per 1/2 hour (up to 5,000 lbs.)
Over 5,000 lb & reach lift orders need confirmation from HAMM Event Services, Inc. to insure availability—warehouse fork lifts will automatically be on site.

HAMM EVENT SERVICES, INC. IS THE EXCLUSIVE SOURCE FOR ALL LIFT WORK OF ANY KIND – NO EXCEPTIONS

Banner Hanging

Shrink Wrap: \$25.00 per skid
 From Ceiling: \$200.00 per 10' banner
 From 16" pole: \$100 per 10'

Straight time is between the hours of 8:00am and 4:30pm Monday thru Friday.
 All other hours and days, including Holidays are Overtime.

Please Fill Out Section Below To Schedule Labor

	Plan Choice	# of Laborers	Date	Day	Start Time	Est. Hours	Rate	Total
Set-up								
Dismantle								
Forklift								
Banner Hanging								

Orders placed at show site will be processed AFTER pre-arranged services are completed. Orders placed at show site are subject to a 20% additional surcharge with no guaranteed start times available. Billing will be based on actual time with above requested times serving as minimums.

Exhibitor: _____ Booth Number: _____

Contact Name and Telephone Number: _____

HAMM Event Services, Inc.

119 West Hollis Lane • Fort Wayne, IN 46807 • (260) 744-5685 • Fax (260) 745-5188

Shipping Instructions and Order for Freight Handling

The Denver Log & Timber Home Show

Date(s): October 1-3, 2010

DEADLINE FOR ADVANCED DISCOUNTED ORDERS: SEPTEMBER 17, 2010

IMPORTANT

HAMM EVENT SERVICES, INC. IS THE OFFICIAL AND EXCLUSIVE FRIEGHT HANDLING CONTRACTOR FOR THIS EVENT. FREIGHT HANDLING CHARGES WILL APPLY TO ANY SHIPMENTS ARRIVING TO THE FACILITY OR ADVANCE WAREHOUSE VIA COMMON CARRIER. YOU ARE FREE TO HANDLE YOUR OWN FREIGH WITHOUT CHARGE VIA YOUR OWN PERSONAL OR COMPANY VEHICLE.

YOU MUST RETURN THIS FORM IF SENDING FREIGHT EITHER TO THE SHOW OR THE WAREHOUSE. FREIGHT ARRIVING WITHOUT THIS FORM PROPERLY FILLED OUT AND SENT TO HAMM EVENT SERVICES, INC. WILL NOT BE RELEASED TO THE EXHIBITOR UNTIL FORM IS SUBMITTED.

PLEASE BE SURE SHIPPING LABEL READS AS INDICATED.

ADVANCE SHIPPING ADDRESS	To: (Exhibitor/Booth Number) For: The Denver Log & Timber Home Show HAMM Event Services, Inc. Denver Merchandise Market 451 East 85th Street Denver, CO 80216	To: (Exhibitor/Booth Number) For: The Denver Log & Timber Home Show HAMM Event Services, Inc. Denver Merchandise Market 451 East 85th Street Denver, CO 80216	DIRECT TO SHOW SITE SHIPPING ADDRESS
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Freight to arrive no earlier than September 28, 2010

Freight to arrive no later than September 30, 2010

THE FOLLOWING INFORMATION IS MANDATORY FOR ALL COMMON CARRIER FRIEGHT

Carrier _____ Tracking Number(s) _____

of Shipment _____ Total # of Pieces _____ Date Shipped _____

Name of Exhibiting Company _____

Address of Exhibiting Company _____

City _____ State _____ Zip Code _____

Phone # _____ Contact Name _____

Credit Card # _____ Expiration Date _____

Authorized Signature _____ Date _____ Booth # _____

INSTRUCTIONS FOR CALCULATING FREIGHT HANDLING CHARGES

1. Freight Handling rates are charged per hundred weight (*i.e.* 365 lbs = 4CWT rounded up).
2. There is a **200 Pound** minimum per shipment.
3. Overtime rates apply to handling between 4:30 pm - 8 am M-F, Weekends and Holidays.
4. Rates are as follows, **Advanced** - \$40/CWT (\$50/CWT O.T.) **Direct** - \$35/CWT (\$45/CWT O.T.)
5. Any package or delivery that arrives to advanced warehouse or direct to site that has no bill of lading (*i.e.* *Federal Express or UPS packages*) will be charged a surcharge of \$10 per package
6. HAMM Event Services, Inc. charges a flat rate of \$25.00 for letter deliveries.

TOTAL WEIGHT	RATE (STRAIGHT OR O.T.)	TOTAL AMOUNT DUE

HAMM Event Services, Inc.

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